Town of Berwyn Heights
5700 Berwyn Road, Berwyn Heights, MD 20740
301-474-5000   www.berwynheightsmd.gov

TOWN CENTER RENTAL APPLICATION

Name of Applicant: _____

Address: _____ Home Phone: _____

Email address: _____ Cell Phone: _____

Organization: _____ Attendance: _____ Type of Event: _____

Event Date(s): _____ Event Time: from _____ to _____

Set-up time required? ☐ Yes   ☐ No   Set-up Time: from _____ to _____

Entertainment/Music? ☐ Yes   ☐ No Circle: DJ Live Band CD/MP3/Other Time: from _____ to _____

Will any fees or charges be levied in connection with the event? ☐ Yes   ☐ No

Will alcoholic beverages be served at no charge? ☐ Yes   ☐ No

Will alcoholic beverages be available for purchase, or as part of an admission fee? ☐ Yes   ☐ No
If yes, the applicant is required to obtain a one-day alcoholic beverage permit from the Prince George's County Board of License Commissioners. The Board can be reached at 301-583-9980. The Town will not apply for the permit on behalf of a Town resident. The Town will apply for the permit on behalf of a Town-affiliated organization.

Will minors under 21 be present? ☐ Yes ☐ No   Will the kitchen be used? ☐ Yes ☐ No

FEES: Rental fee and deposits are payable in advance to Town of Berwyn Heights. Personal checks will only be accepted fifteen (15) days or more prior to the permitted use. All other payments must be made in cash, credit card or money order.

_____   **Free:** Town government functions or those Town-affiliated organizations

_____   **$300 Hall rental fee –** Town resident or Town employee. $300 for first 4 hours, and $50 each additional hour over 4 hours.

_____   **$250 Hall deposit –** refundable provided no damages, cleaning costs to the building or grounds, or other expenses are incurred.

_____   **$250 Kitchen deposit –** refundable provided no damages, cleaning costs to the kitchen or grounds, or other expenses are incurred.

_____   **$100 Key deposit** – refundable when key is returned.

In addition, applicants must read and sign the rental requirements on the reverse of this document.

_____   _____
  Signature of resident applicant   **Date**

Application received by: _____   Hall Rental Fee: _____

Police Chief _____   Hall Deposit Fee: _____

Town Administrator _____   Kitchen Deposit Fee: _____

Council (PRECA) _____   Key Deposit Fee: _____

Council (Admin) _____

Council _____   Deposit returned:_____ Amount:_____

Center checked by: _____   Received by: _____

                                                                              Returned by: _____

The Town offers the use of the Town Center to residents, Town-affiliated organizations, and Town employees in accordance with the following rules and regulations:

1. Applicants must be Town residents or employees, or a Town-affiliated organization, and applicant must be present throughout the event.
2. Town government functions will receive first priority, followed by Town-affiliated organizations, Town residents, then Town employees.
3. Applicants other than the Town government or Town-affiliated organizations are not covered by the Town's general liability and property insurance. These applicants must secure general liability and property insurance coverage and submit the certificate of insurance at least ten (10) business days prior to the event date, or the Town will not permit the event to be held, and the applicant will forfeit the hall rental fee. **Insurance coverage can be purchased through HUB International New England at https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx and entering code 0501-AHA.**
4. Applicant must submit a completed Town Center Rental Application form at least ten (10) business days prior to the date of the event. Payments by check must be submitted at least ten (10) business days prior to the event. Otherwise, payment must be made by cash, certified check, credit card or money order. If an application is made with less than ten (10) business days' notice and the Center is available, every effort will be made to accommodate the request; however, approval is not guaranteed and no personal checks will be accepted.
5. All activities must terminate by 10 p.m. All vehicles and participants must vacate the premises immediately, except those remaining to clean the Town Center and grounds who may stay one (1) hour after the event terminates. Under no circumstances are participants allowed to continue the event or socialize in the parking lot after 10 p.m.
6. Failure to comply with the Town's Noise Ordinance will result in fines.
7. Applicant must obtain an alcoholic beverage permit from the Prince George's County Board of License Commissioners. The applicant is required to provide a copy of the permit at, or before, the time of picking up the Town Center key. No alcohol may be consumed outside the Town Center.
8. Keys must be picked up prior to 5:00 p.m. at the Town Office and a separate deposit is required. For weekend events, keys must be picked up before 5:00 p.m. on the Friday preceding the event. Keys must be returned the day after the event through the Town Office mail slot, or the Monday after the event. The key deposit will be refunded only upon return of the keys and inspection of the Center.
9. No admission fees or other charges may be collected without special permission from the Town Council.
10. Use of the facility will be under the supervision of the Berwyn Heights Police Department.
11. Applicant is responsible for leaving the Town Center and grounds in the same condition as it was found. Applicant is responsible for any damage.
12. Failure to follow these rules and regulations, and any posted signs may result in forfeiture of the deposit(s).
13. Nothing may be hung from, attached to, or placed within eighteen (18) inches of the sprinkler heads.
14. Set-up time is limited to three (3) hours preceding the start of the event.
15. The applicant agrees to indemnify and hold harmless the Town from and against all actions, liability, claims, suits, damages, costs or expenses of any kind which may be brought or made against the Town of which the Town must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property occasioned by use of said premises by the applicant, attendees or third parties or from Town's negligent performance of or failure to perform any of its obligations.

I have read and understand these regulations.

_____

Signature of Applicant